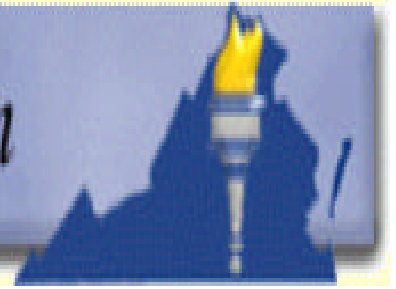


Virginia Department of Education



# Discipline, Crime, and Violence

## Data Collection

*2003-2004 School Year*

*Instruction Booklet*

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# **INSTRUCTIONS FOR COLLECTING DATA FOR THE DISCIPLINE, CRIME AND VIOLENCE REPORT 2003-2004**

## **I. Purpose of Data Collection**

The purpose of this data collection is to enable the Virginia Department of Education (DOE) to meet both state and federal reporting requirements. This includes the following:

- No Child Left Behind Act of 2001 (NCLB) performance indicator (includes Persistently Dangerous Schools)
- Safety indicators for the state School Performance Report Card
- State crime and violence report as required in the Code of Virginia, §22.1-279.3:1
- Federal Individuals and Disabilities Education Act (IDEA) report on suspension and expulsion for students with disabilities.
- Federal Safe and Drug-Free Schools and Communities Act
- Federal Gun Free Schools Act

## **II. Suggested Strategies for Collection of Discipline, Crime, and Violence Data**

- Choose an individual at the school level who will be responsible for data entry into the data collection system or for creating an Excel spreadsheet
- Keep incident data current at the school level
- Evaluate data for accuracy at designated intervals, such as every nine weeks, but no later than mid-year
- Create a Data Review Team to help ensure accuracy and consistency in reporting data
- Have a Data Review Team member provide necessary in-service training in data entry for personnel at the division level
- Align divisional codes with state codes within the local data collection system

### III. Guidelines for Data Collection

The following information provides guidelines to help school officials determine the most appropriate context for reporting data. Within the context, it is important to differentiate between an Incident and an Offense.

**INCIDENT:** An incident is the event itself, such as a *fight*, which may involve one or more student offenses.

**OFFENSE:** The offense is the behavior exhibited by the student or students involved in the incident, such as *assault/battery without a weapon*.

The system used for the collection of discipline, crime, and violence data in Virginia's public schools is incident-based. However, every incident may be "unpacked" to reveal numerous offenses, students, victims and sanctions. Appendix F describes four scenarios and demonstrates how each incident would be reported.

- **A Single Incident with Several Offenses:** If more than one offense is part of a single incident, both the single incident and the multiple offenses shall be reported.
- **Incident-based Reporting:** All data collected shall reflect incident-based reporting. For example, a fight is a single incident that may involve several students and several offenses.
- **Incidents at Off-Campus, School-Sponsored Events:** When a student is involved in an incident that occurs off-campus at a school-sponsored event, that incident must be reported. The student may be either a perpetrator or a victim. The student's home school is responsible for reporting the incident under its school number.
- **Incidents in Alternative Education Schools or Centers:** All incidents occurring in alternative education settings (whether a school, center, or other) or at a career/technical school shall be reported. The student's home school is responsible for reporting the incident under its school number.
- **Incidents on School Grounds:** All incidents occurring on school grounds, 365 days a year/24 hours a day, must be reported. This includes all public school property that serves students in any or all grades, PK-12. Incidents must be reported whether or not the offender is an enrolled student.
- **Incidents on School Transportation:** All incidents that occur on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored events, must be reported.
- **Incidents that Result in Saturday School, In-School Suspension, or Sanctions Other Than Out-of-School Suspension/Expulsion:** These incidents must be reported based on the Required Offense Codes.
- **Incidents that Result in Suspension or Expulsion:** All incidents that result in out-of-school suspension or expulsion must be reported.
- **Required Offense Codes:** All "Required Offense Codes" must be reported. (See Appendix C.)
- **Sub-category Offense Codes:** These codes are not required to be reported but may be used by a school or school division for purposes of further clarification of offenses.

- **Time Period:** All data will be collected for a 365-day period, beginning with the first day of the school year and continuing through summer school of that year.

#### **IV. Definitions for Data Elements**

The following section provides information to guide data entry personnel. The elements listed below appear in the order in which they are provided on the Excel spreadsheet. (See Appendix A.)

**A. Student Identifier:** A unique identifier locally assigned within a school to provide confidential identification of a specific student. This student identifier is to be used throughout the report, even if the student is involved in multiple incidents or transfers from one school to another within the division. (This field produces an unduplicated count of students.)

- If the offender is not enrolled in any Virginia public school, report the individual as a non-student. (On the ASCII file, show **NS** for non-student. On the Excel spreadsheet, highlight **NS**.)
- If evidence is found, i.e. a weapon, drugs, vandalism, etc., and the offender is not known, this field should indicate that the offender is unknown. (On the ASCII file, indicate **UN** for unknown individual. On the Excel spreadsheet, highlight **UN**.)

**B. Enrolled Division Number:** A state assigned three-digit division number for the school division where the student is officially enrolled in school. The division where the student is enrolled should report the incident. In situations where the offender is not a student in any Virginia public school or the individual committing the offense is not known, include the three-digit number for the reporting division. This may result in duplicate reporting, but the final edit will eliminate duplicate counts. The final report will reflect the location where the incident occurred.

**C. Enrolled School Number:** A state assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership report will not be accepted.

**D. Incident Division Number:** A state assigned three-digit division number for the school division where the incident occurred.

**E. Incident School Number:** A state assigned four-digit school number for the school where the incident occurred.

**F. Grade :** A student's enrolled grade at the time of the incident shall be determined according to the following:

PK=pre-kindergarten

06=grade 6

KG=kindergarten

07=grade 7

01=grade 1

08=grade 8

02=grade 2

09=grade 9

03=grade 3

10=grade 10

04=grade 4

11=grade 11

05=grade 5

12=grade 12

PG=post-graduate student

**G. Special Education Code :** A unique code to identify student's special education disability shall be listed according to the two digit number that precedes the following alpha code.

13=AUT-Autism

10=OHI-Other Health Impaired

12=DB-Deaf-Blind

04=OI-Orthopedic Impairments

16=DD-Developmentally Delayed

07=SLD-Specific Learning Disabilities

08=ED-Emotional Disturbance

09=SLI-Speech/Language Impairments

01=MR-Mental Retardation

02=SD-Severe Disabilities

06=HI-Hearing Impaired

14=TBI-Traumatic Brain Injury

03=MD-Multiple Disabilities

05=VI-Visual Impairments

*\*Leave blank if the student does not have special education disability*

**H. Student's Date of Birth:** The date of birth (up to age of 21) is required for all students and shall be entered as mm/dd/yyyy. Date of birth may be blank for non-students and unknown offenders.

**I. Racial/Ethnic Code :** The racial/ethnic category shall be used to describe the group to which a student belongs. The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders. The racial/ethnic category shall be listed as:

00=Unspecified	03=Black (non-Hispanic)
01=Native American/Alaska Native	04=Hispanic
02=Asian/Pacific Islander	05=White (non-Hispanic)
	06=Native Hawaiian

\*The racial/ethnic code is required for all students. It may be *blank* for non-students and unknown offenders.

**J. Gender: F=female; M=male.** The gender code is required for all students; it may be blank for non-students and unknown offenders.

**K. Incident Date:** The date that the incident occurred should be entered as mm/dd/yyyy. The date is required for reporting all incidents.

**L. Incident Code :** A unique code of no more than ten characters, locally assigned within a school to identify a specific incident. One code is used on the report for all students involved in a particular incident. This is one of the key fields that links incident records to student records. If multiple students were involved in a specific incident, then all students would be assigned the same incident code. Fighting incidents always involve two or more students. This will generate multiple records with the same incident code whenever an offense code for fighting is used. However, if the same student has more than one offense on different dates, use a different incident code for each incident.

**M. -Q.: Offense Code 1 through Offense Code 5:** See Appendix B for the listing of *Definitions of Offenses and Code Tables*. All offenses listed in the section, as well as other offenses for which a student is suspended or expelled under local guidelines must be reported. For the majority of students there is only one offense reported (Offense Code 1), but space has been included to report up to five different offenses that the student may have been involved in for this one incident. For example, during a fight (incident), one of the students may have threatened the teacher who tried to break up the fight, so two offenses are reported for this student: 1) injury/major (FA1) and 2) threatening a staff member (TI1).

**R. Number of Firearms Confiscated:** Report the number of firearms that were confiscated. If a firearm is confiscated but cannot be linked to a specific student, then report the number of firearms for this incident with a student identifier of **UN** for unknown. Report zero (0) if no firearms are confiscated. If only one weapon is confiscated when there are multiple students involved, the count should be reported for only one of the students.

**S. Number of Non-Firearm Weapons Confiscated:** Report the number of non-firearm weapons that were confiscated. If a weapon is confiscated but cannot be linked to a specific student, then report the number of non-firearm weapons for this incident with a student identifier of **UN** for unknown. Report *zero* (0) if no weapons were confiscated.

**T. Final Division Discipline or Sanction:** The code of 99 should be used for any discipline not defined in codes 02 through 06. Report the code from the following list that identifies the final discipline or sanction:

02=short-term suspension (out of school—1-10 days)

03=long-term suspension (out of school—11-364 days)

04=expulsion (365 days or permanent out of school)

05=special education interim placement; LEA decision (must include number of days)

06=special education interim placement; court-appointed hearing officer\* decision

07=modified expulsion to suspension by LEA under modification provisions of the Safe and Drug-Free Schools Act (SDFS) and Gun Free Schools Act (GFSA)\*\*

\*Refers to a person whose job title is “Hearing Officer,” but not a person whose job title may be “discipline officer”

\*\*When using the 07 sanction, record the total days after the modification, regardless of the final ruling

**U. Number of Days Suspended or Expelled:** The number of days suspended or expelled is required for all students unless a) the final discipline is code 99 or b) the student is permanently expelled. If the final discipline or sanction is 99, report –0- days expelled or suspended. The weapon codes WP1, WP2 and WP8 will necessitate an expulsion of 365 days, (GFSA and Virginia Code, §22.1-277.07). The drug codes DR1 and DR4 will necessitate an expulsion of 365 days. Numeric codes (000-maximum school days and 365=one-year suspension) shall be used.

**V. Number of Victims:** A victim is the recipient of an offensive act that may be criminal in nature and usually relates to personal crimes. Report the number of victims as a result of an incident i.e. (01). The number of victims should be listed on only one student record or distributed among offenders where applicable if there are multiple victims. Report zeroes (00) if there were no victims.

When the following offense codes are used, a victim count is required:

BA1	HO1	SX0	SX8	TH1	TI1	KI1
BA2	HO2	SX3		TH2	TI2	RO1
BA3	HO3	SX4				
BA4	HO4	SX5				
BA5		SX6				
		SX7				



**W. Alternative Placement:** An alternative education program may be any program for students who are not enrolled in the regular school environment, such as students at risk of dropping out, students who have been expelled from their regular classes, students who are undergoing outpatient treatment for drug use. Indicate whether or not the student was placed in an alternative education program as a result of this incident. Place **Y** for yes or **N** for no. Do not leave blank.

**X. Expulsion:** Expulsion means that a student will not be allowed to return to school for 365 days or permanently, as determined by the local policy. Indicate whether or not disciplinary action for this student included permanent expulsion. Place **Y** for yes or **N** for no. Do not leave blank.

**Y. Time Element:** This field has been added so that each incident may be tracked according to when the incident occurred. Please use the two-digit code. This field cannot be left blank.

- 01 *During the regular school day* is defined as before class, during class, during class change, during lunch/recess, after classes, and other times during school hours. (The time when the incident occurred cannot be captured by the above categories, but did take place during school hours). This includes school-sponsored activities that occur during the regular school day, such as field trips.
- 02 *School-sponsored activity outside the regular school day:* School-sponsored activity outside school hours is defined as an incident that occurs during a school-sponsored activity. Examples might include athletic events, academic clubs, or other school programs.
- 03 *Non school-sponsored activity outside school hours:* Non school-sponsored activity outside school hours is defined as an incident that did not occur during a school-sponsored event but involved one or more students
- 04 *In transit on the way to or from school:* In transit on the way to or from school is defined as an incident that occurred while students were on the way to or from school on school transportation.

## **V: Students With Disabilities**

For students with disabilities, short-term suspensions are defined as a single suspension of ten (10) days or less. This could include days of in-school suspension if the in-school suspension causes the student to be denied any of the services specified in the student's Individualized Education Program (IEP).

Long-term suspensions are defined as a single suspension of eleven (11) days or more. This could include days of in-school suspension if the in-school suspension causes the student to be denied any of the services specified in the student's Individualized Education Program (IEP).

Code 05: Special Education Interim Alternative Placement—Report those instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 days.

Code 06: Special Education Interim Alternative Placement—Report those instances in which a court-appointed hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative education setting for not more than 45 days, based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or to others.

## **VI. Electronic Process for Collecting Data**

All collection of data for the Discipline, Crime and Violence Report may be collected one of two ways. The first method is by using the divisional data collection system, which should be converted to a tab delimited file and submitted to the DOE website by September 15, 2004.

The second method is to collect data by using the Excel spreadsheet. (See Appendix A.)

**Appendix A**  
**Directions for Using an Excel Spreadsheet**  
**2003-2004**  
**File Layout**

<b>Data Element Column Letter</b>	<b>Data Element Name Or Field Name</b>	<b>Format Type</b>	<b>Maximum Field Length</b>	<b>Field Acceptable Values</b>	<b>Edits</b>
A	Record Type	Alpha	1	Constant=B	Constant for each cell
B	Unique Element Identifier	Alpha-numeric	12	Unique Identifier for each student within a school division	Identifier must be unique for each student-can be alpha-numeric
C	Enrolled Division Number	Numeric	3	Division # where student is enrolled 001-999	Must be valid local educational agency=Must be three-digit numeric
D	Enrolled School Number	Numeric	4	School # where student is enrolled –0001-9999	Must be valid school institution within the educational agency=Must be four-digit numeric
E	Incident Division Number	Numeric	3	Division # where incident occurred—001-999	Must be valid local educational agency=Must be three-digit numeric
F	Incident School Number	Numeric	4	School # where incident occurred—0001-9999	Must be valid school institution within the educational agency=Must be four-digit numeric
G	Grade	Alpha-Numeric	2	PK=Pre-Kindergarten KG=Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04= Grade 4 05= Grade 5 06= Grade 6 07= Grade 7 08= Grade 8 09= Grade 9 10= Grade 10 11= Grade 11	Must be a valid grade code; must be within the low/high grade range reported school

**Appendix A**  
**Directions for Using an Excel Spreadsheet**  
**2003-2004**  
**File Layout**

<b>Data Element Column Letter</b>	<b>Data Element Name Or Field Name</b>	<b>Format Type</b>	<b>Maximum Field Length</b>	<b>Field Acceptable Values</b>	<b>Edits</b>
H	Special Ed. Disability Code	Numeric	2	01=MR-Mental Retardation 02=SD-Severe Disability 03=MD-Multiple Disabilities 04=OI-Orthopedic Impairments 05=V-Visual Impairments 06=HI-Hearing Impairments 07=SLD-Specific Learning Disabilities 08=ED-Emotional Disturbance 09=SLI-Speech/Language Impairments 10=OHI-Other Health Impairments 12=DB-Deaf-Blindness 13=AUT-Autism 14=TBI-Traumatic Brain Injury 16=DD-Developmental Delay	Must use specific numeric code for specific disability
I	Date of Birth	Date	10	Date=mm/dd/yyyy	Must be a valid date within the date range for specific grades
J	Racial/ethnic Category	Numeric	2	00=Unspecified 01=Native American 02=Asian/Pacific Islander 03=Black (Non-Hispanic) 04=Hispanic 05=White (non-Hispanic) 06=Native Hawaiian	Must have a valid race/ethnicity code; must be numeric
K	Gender	Alpha	1	F=Female M=Male	Must have a valid gender code
L	Date of Incident	Date	10	Date=mm/dd/yyyy	Must be a valid date for the range of the school year.
M	Incident Code	Alpha-numeric	10	XXXXX99999, Unique code for each incident (All students involved in a particular incident would be assigned the same	Must be a unique alpha-numeric code

**Appendix A**  
**Directions for Using an Excel Spreadsheet**  
**2003-2004**  
**File Layout**

<b>Data Element Column Letter</b>	<b>Data Element Name Or Field Name</b>	<b>Format Type</b>	<b>Maximum Field Length</b>	<b>Field Acceptable Values</b>	<b>Edits</b>
				incident code)	
N	Offense Code I	Alpha-numeric	5	See Annual Discipline, Crime, and Violence Offense Code Table	Must be a valid 3 or 5 digit alpha-numeric code
O	Offense Code 2	Alpha-numeric	5	See Annual Discipline, Crime, and Violence Offense Code Table	Must be a valid 3 or 5 digit alpha-numeric code
P	Offense Code 3	Alpha-numeric	5	See Annual Discipline, Crime, and Violence Offense Code Table	Must be a valid 3 or 5 digit alpha-numeric code
Q	Offense Code 4	Alpha-numeric	5	See Annual Discipline, Crime, and Violence Offense Code Table	Must be a valid 3 or 5 digit alpha-numeric code
R	Offense Code 5	Alpha-numeric	5	See Annual Discipline, Crime, and Violence Offense Code Table	Must be a valid 3 or 5 digit alpha-numeric code
S	# of firearms Confiscated	Numeric	5		Must be a number
T	# of non firearms Confiscated	Numeric	5		Must be a number
U	Final Discipline Sanction	Numeric	2	02=Short Term Suspension (Out of School)	Must be from 1-10 school days
				03=Long Term Suspension (Out of School)	Must be from 11-364 school days
				04=Expulsion	Must be 365 calendar days
				05=Special Education Interim Placement-LEA Decision	Must be an identified special education student
				06=Special Education Interim Placement by Court Appointed Hearing Officer	Must be an identified special education student
				07= Expulsion modified to suspension by LEA under modification provisions of the SDFSCA and GFSA(Must record total days after modification on col. "U")	Only applies to DR1, DR4, WP1, WP2, WP4, WP6, WP7,WP8

# Appendix A

## Directions for Using an Excel Spreadsheet

### 2003-2004

### File Layout

Data Element Column Letter	Data Element Name Or Field Name	Format Type	Maximum Field Length	Field Acceptable Values	Edits
				99=None of the above	May refer to in school, out of school, Saturday or office detention
V	Number of days suspended/expelled	Numeric	3	Numeric=000-365	Applies to all sanctions
W	Number of victims	Numeric	2	Numeric =00-99	Must be numeric
X	Alternative placement	Alpha	1	Y=Yes; N=No	
Y	Permanent expulsion from Division	Alpha	1	Y=Yes; N=No	
Z	Time incident took place	Numeric	2	01. During the regular school day*	Must be numeric—01,02,03,04
				02. School sponsored activity outside school hours**	Must be numeric—01,02,03,04
				03. Non-school sponsored activity outside school hours***	Must be numeric—01,02,03,04
				04. In transit on the way to or from school****	Must be numeric—01,02,03,04

\*1. During the Regular School Day is defined as--Before class, during class during passing (between regular classes) During lunch/recess, after classes, and other time during school hours (The time when the incident occurred cannot be captured by the above categories, but did take place during school hours.

\*\*2. School Sponsored activity outside school hours is defined as--The incident occurred during a school-sponsored activity. Examples might include athletic events, academic clubs, or other school programs.

\*\*\* Non-School sponsored activity outside school hours is defined as—The incident did not occur during a school sponsored event, but it involved one or more students.

\*\*\*\*In Transit on the way to or from school is defined as—The incident occurred while students were on the way to or from school.

# Appendix B Discipline, Crime, & Violence Report 2003-2004

## FILE LAYOUT FOR TAB DELIMITED FILE

Header Records (must include all records as indicated)		
<b>SenderID</b>	=<3-digit Division Number of division submitting file>	
<b>CreateDate</b>	=<current date in mm/dd/yyyy format>	
<b>CreateTime</b>	=<current time in hh:mm:ss format>	
<b>EMAIL</b>	=<sender's e-mail address>	
~~		
<b>DATATYPE</b>	=DISCIPLN	
~		

“A” Record – Fixed Length		
Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = A
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	Four-digit year for beginning of school, 2003
3	Division Number	Leading zeroes must be included, i.e. 005

“B” Record - Tab Delimited (26 Columns) Student/Incident Information		
Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = B
12	Unique Student Identifier	Unique identifier for each student within a school division; NS=Non-student UN=unknown
3	Enrolled Division Number	Division # where student enrolled 001-999
4	Enrolled School Number	School # where student enrolled 0001-9999
3	Incident Division Number	Division # where incident occurred 001-999
4	Incident School Number	School # where incident occurred 0001-9999
2	Grade	PK = Pre-Kindergarten KG = Kindergarten 01=Grade 1 02=Grade 2

# **Appendix B** **Discipline, Crime, & Violence Report** **2003-2004**

## **FILE LAYOUT FOR TAB DELIMITED FILE**

<b>“B” Record - Tab Delimited (26 Columns)</b>		
<b>Student/Incident Information</b>		
<b>Maximum Field Length</b>	<b>Field Name</b>	<b>Field Acceptable Values</b>
		03=Grade 3 04=Grade 4 05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 PG=Post-Graduate
2	Special Education Disability	01=MR - Mental Retardation
		02=SD-Severe Disability
		03=MD - Multiple Disabilities
		04=OI - Orthopedic Impairments
		05=VI - Visual Impairments 06 =HI - Hearing Impairments 07=SLD - Specific Learning Disabilities 08=ED - Emotional Disturbance 09 =SLI - Speech/Language Impairments 10 =OHI - Other Health Impairments 12=DB - Deaf-Blindness 13=AUT - Autism 14=TBI - Traumatic Brain Injury 15=504 16=DD - Developmental Delay
10	Date of Birth	Date mm/dd/yyyy
2	Racial/ethnic Category	00=Unspecified
		01=Native American 02=Asian/Pacific Islander 03=Black(Non-Hispanic) 04=Hispanic 05=White(Non-Hispanic)
		06=Native Hawaiian
1	Gender	F=Female, M=Male



# Appendix B

## Discipline, Crime, & Violence Report

### 2003-2004

#### FILE LAYOUT FOR TAB DELIMITED FILE

<b>“B” Record - Tab Delimited (26 Columns)</b>		
<b>Student/Incident Information</b>		
<b>Maximum Field Length</b>	<b>Field Name</b>	<b>Field Acceptable Values</b>
10	Date of Incident	Date mm/dd/yyyy
10	Incident Code	XXXXXX99999, Unique code for each incident (All students involved in a particular incident would be assigned the same incident code.)
5	Offense Code 1	See Offense Code Listing and Definitions (rev.9/2003)
5	Offense Code 2	See Offense Code Listing and Definitions (rev.9/2003)
5	Offense Code 3	See Offense Code Listing and Definitions (rev.9/2003)
5	Offense Code 4	See Offense Code Listing and Definitions (rev.9/2003)
5	Offense Code 5	See Offense Code Listing and Definitions (rev.9/2003)
5	Number of Firearms Confiscated	Leading zeros must be included, i.e. 00100
5	Number of Non Firearms Confiscated	Leading zeros must be included, i.e. 00100
2	Final Division discipline/Sanction	02=Short-term suspension (out of school) 03=Long-term suspension (out of school) 04=Expulsion 05=Special education interim alternative placement-LEA decision 06=Special education interim alternative placement-hearing officer decision 07=Modified expulsion to suspension by LEA under SDFSCA and GFSA 99=None of the above
3	Number of Days Suspended	Numeric (000-maximum school days) 365=One year suspension
2	Number of victims	Numeric (00-99)
1	Alternative Placement	Y=yes; N=no
1	Permanent Expulsion	Y=yes; N=no
2	Time Incident took place	01=During the regular school day
		02=School sponsored activity outside school hours
		03=Non-school sponsored activity outside school hours
		04=In transit on the way to or from school.

#### Trailer Record

**RecordCount**=<number of A-B records included in this file>

## Appendix C

### Definitions of Offenses and Code Table

#### All Required Codes are to be Reported Regardless of Sanction

(Incidents to be used as measures for determining persistently dangerous schools are identified in the shaded rows)

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Alcohol Use Possession Sale Distribution</b>	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.	<b>AL1</b>		<b>Code of VA</b> <b>§22.1-279.3:1(A)</b>  <b>SDFSCA</b> <b>20 USC § 7116</b>  <b>20 USC § 7161</b>	<b>ALC01</b> – Alcohol Use <b>ALC02</b> – Alcohol Possession <b>ALC03</b> – Alcohol Sales or Distribution
<b>Arson Actual Attempted</b>	To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.	<b>AR1</b>	Without a fire—firecrackers and fireworks should be coded as OT1	<b>Code of VA</b> <b>§22.1-279.3:1(A)</b>  <b>SDFSCA Report</b>	<b>ARS01</b> - Arson Actual <b>ARS02</b> – Arson: Attempted <b>ARS03</b> —Lighted firecrackers, or cherry bombs, Stink-bombs that contribute to a damaging fire.
<b>Assault/Battery With Firearm or Other Weapon Against Staff</b>	<b>An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.</b>	<b>BA1</b>		<b>BOE-PDS Policy</b>  <b>Code of VA</b> <b>§22.1-279.3:1(A)</b>  <b>SDFSCA</b> <b>20 USC § 7116</b>  <b>20 USC § 7151</b>  <b>8 VAC 20-560-10</b> <b>8 VAC 20-131-270</b>	
<b>Assault/Battery With No Weapon Against Staff</b>	An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.	<b>BA2</b>	Malicious Wounding	<b>Code of VA</b> <b>§22.1-279.3:1(A)</b>  <b>SDFSCA</b> <b>20 USC § 7116</b>  <b>8 VAC 20-560-10</b>  <b>8 VAC 20-131-270</b>	

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Assault/Battery With Firearm or Other Weapon Against Student</b>	An actual offensive and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.	<b>BA3</b>		BOE-PDS Policy  Code of VA §22.1-279.3:1(A)  SDFSCA 20 USC § 7116  20 USC § 7151  8 VAC 20-560-10 8 VAC 20-131-270	
<b>Assault/Battery With No Weapon Against Student</b>	An actual offensive and intentional touching or striking of a student against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.	<b>BA4</b>	Malicious Wounding	Code of VA §22.1-279.3:1(A)  SDFSCA 20 USC § 7116  8 VAC 20-560-10 8 VAC 20-131-270	
<b>Malicious Wounding Without a Weapon</b>	<b>Maliciously wounding (without a weapon) any person or by causing bodily injury, with the intent to maim, disfigure, disable, or kill.</b>	<b>BA5</b>	Assault/Battery	BOE-PDS Policy  SDFSCA 20 USC § 7116  8 VAC 20-131-270	
<b>School Threat Bomb Terrorist Chemical/Biological Threat</b>	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.	<b>BB1</b>	Bomb/Terrorist/ Chemical Threat	Code of VA §22.1-279.3:1(A)  SDFSCA Report	
<b>Breaking And Entering/ Burglary</b>	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	<b>BR1</b>	Robbery/Theft/ Trespassing/ Vandalism	SDFSCA Report	<b>BRK01</b> —Burglary: Actual  <b>BRK02</b> —Burglary: Attempted

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Disorderly Conduct</b>	Any act that <b>intentionally</b> disrupts the orderly conduct of a school function. Any behavior that <b>substantially</b> disrupts the orderly learning environment.	<b>DC1</b>	Minor Insubordination/ Violation of School Rules/Disorderly Conduct-Optional Codes	<b>SDFSCA Report</b>	<b>Disorderly Conduct/Substantial disruptive Behavior</b>  <b>DOC03</b> —Disruptive Demonstrations  <b>DOC07</b> —Setting Off False Fire Alarm
<b>Drug Violations Schedule I &amp; II Anabolic Steroid Marijuana Use Possession</b>	Unlawful use, possession, transportation, or importation of any schedule I or II drug or marijuana or anabolic steroid.	<b>DR1</b>	All Drug Codes	<b>Code of VA §22.1-279.3:1(A)</b>  <b>SDFSCA 20 USC § 7116</b>  <b>20 USC § 7161</b>  <b>8 VAC 20-560-10</b>	<b>Schedule I &amp; II Drugs/Marijuana/Anabolic Steroid-Use and Poss.</b> <b>DRG01</b> —Schedule I & II Drug Use <b>DRG02</b> —Schedule I & II Drug Possession  <b>DRG07</b> —Marijuana Use <b>DRG08</b> —Marijuana Possession <b>DRG20</b> —Anabolic Steroid/Use and Poss.
<b>Drug Violations Inhalants Look-alikes Use Possession</b>	Unlawful use, cultivation, manufacture, purchase, possession, transportation, or importation of any inhalants or substances represented as drug look-alikes.	<b>DR2</b>	All Drug Codes	<b>Code of VA §22.1-279.3:1(A)</b>  <b>SDFSCA 20 USC § 7116</b>  <b>20 USC § 7161</b>  <b>8 VAC 20-560-10</b>	<b>Inhalants/Look-alikes-Use, Poss.</b> <b>DRG15</b> —Possession of Inhalants <b>DRG16</b> —Use of Inhalants <b>DRG17</b> —Substances represented as Drug—(Look-alikes)
<b>Drug Violations Prescription Theft Attempted Theft</b>	Unlawful taking or attempted taking of drugs prescribed to another.	<b>DR3</b>	All Drug Codes	<b>Code of VA §22.1-279.3:1(A)</b>	
<b>Drug Violations Schedule I &amp; II Anabolic Steroid Marijuana Sale Distribution</b>	Unlawful possession with intent to distribute, sell or solicit any Schedule I or II drug, or Marijuana, or anabolic	<b>DR4</b>	All Drug Codes	<b>BOE-PDS Policy</b>  <b>Code of VA §22.1-279.3:1(A)</b>	<b>Schedule I &amp; II Drugs/Marijuana/Anabolic Steroid - Sale/Dist.</b> <b>DRG03</b> —Schedule I & II Drug

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
	<b>steroid.</b>			SDFSCA 20 USC § 7116  20 USC § 7161  8 VAC 20-560-10	Sale/Dist. <b>DRG09—Marijuana Sale/Dist.</b> <b>DRG19—Anabolic Steroid Sale/Dist.</b>
<b>Drug Violations Schedule III-VI Use Possession Sale/Dist. Paraphernalia Possession</b>	Unlawful use, possession, with intent to distribute, sell or solicit any controlled drug or narcotic substance not specified in previous drug categories.	<b>DR5</b>	All Drug Codes	Code of VA §22.1-279.3:1(A)  SDFSCA 20 USC § 7116  20 USC § 7161  8 VAC 20-560-10	Schedule III-VI /Drugs-Use/Poss./Sale/Dist. <b>DRG10—Other Drug Use</b>  <b>DRG11—Other Drug Possession</b>  <b>DRG13—Drug Overdose/Paraphenalia/ Poss.</b> <b>DRG12—Other Drug Sale/Dist</b>
<b>Injury –(Major)</b>	Mutual participation in an incident involving physical violence, where there is <b>serious injury</b> . Requires medical attention and may include, but not be limited to the following: A bullet wound, a stab or puncture wound, fractured or broken bones, concussion, cuts requiring stitches	<b>FA1</b>	Assault/Battery Disorderly Conduct	8 VAC 20-131-260	
<b>Injury—(Minor)</b>	Mutual participation in an incident involving physical violence, where there is <b>no</b> or <b>minor injury</b> . May include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand, etc., minor bruising)	<b>FA2</b>	Assault/Battery Disorderly Conduct	8 VAC 20-131-260	
<b>Gang Activity</b>	<b>Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, which has as one of its primary objectives or activities the commission of one or more criminal or non-criminal gang activity</b>	<b>GA1</b>		SDFSCA Report	

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Homicide Against Staff With Firearm</b>	Any death resulting from causes other than accidentally self-inflicted or suicidal against a staff member involving a firearm.	<b>HO1</b>		BOE-PDS Policy  Code of VA §22.1-279.3:1(A)  SDFSCA 20 USC § 7116 GFSA 20 USC § 7151  8 VAC 20-560-10 8 VAC 20-131-260	
<b>Homicide Against Student With Firearm</b>	Any death resulting from causes other than accidentally self-inflicted or suicidal against a student involving a firearm.	<b>HO2</b>		BOE-PDS Policy  SDFS CA 20 USC § 7116  8 VAC 20-560-10 8 VAC 20-131-260	
<b>Homicide Against Staff With Other Weapon</b>	Any death resulting from causes other than accidentally self-inflicted or suicidal against a staff member involving a weapon.	<b>HO3</b>		BOE-PDS Policy  SDFSCA 20 USC § 7116  8 VAC 20-560-10 8 VAC 20-131-260	
<b>Homicide Against Student With Other Weapon</b>	Any death resulting from causes other than accidentally self-inflicted or suicidal against a student involving a weapon.	<b>HO4</b>		BOE-PDS Policy  SDFSCA 20 USC § 7116  8 VAC 20-560-10 8 VAC 20-131-260	
<b>Kidnapping</b>	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.	<b>KI1</b>		BOE-PDS Policy  SDFSCA Report	
<b>Robbery</b>	The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence or by putting the victim in fear.	<b>RO1</b>	See Also: Burglary/ Theft	BOE-PDS Policy  SDFSCA Report	Robbery/(Using force) <b>ROB01—Actual Robbery</b> <b>ROB02—Attempted Robbery</b>

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Sexual Harassment</b>	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.	<b>SX0</b>	All Sex offense codes	<b>SDFSCA Report</b>	
<b>Sexual Offenses Against Staff Forcible Assault</b>	<b>Sexual penetration (e.g. oral, anal, or vaginal) against a staff member without consent.</b>	<b>SX3</b>	<b>All sex offense codes</b>	<b>BOE-PDS Policy</b>  <b>Code of VA §22.1-279.3:1(A)</b>  <b>SDFSCA 20 USC § 7116</b>  <b>8 VAC 20-560-10</b>	
<b>Sexual Offenses Against Student Forcible Assault</b>	<b>Sexual penetration (e.g., oral, anal, or vaginal) against a student without consent. This category also includes statutory rape that is defined as sexual penetration with or without the consent of a minor.</b>	<b>SX4</b>	<b>All sex offense codes</b>	<b>BOE-PDS Policy</b>  <b>Code of VA §22.1-279.3:1(A)</b>  <b>SDFSCA 20 USC § 7116</b>  <b>8 VAC 20-560-10</b>	
<b>Sexual Offenses Against Staff Attempted Forcible Assault</b>	<b>Attempted sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.</b>	<b>SX5</b>	<b>All sex offense codes</b>	<b>BOE-PDS Policy</b>  <b>SDFSCA 20 USC § 7116</b>	
<b>Sexual Offenses Against Student Attempted Forcible Assault</b>	<b>Attempted sexual penetration (e.g., oral, anal, or vaginal) against a student without consent. This category also includes statutory rape that is defined as sexual penetration with or without the consent of a minor.</b>	<b>SX6</b>	<b>All sex offense codes</b>	<b>BOE-PDS Policy</b>  <b>SDFSCA 20 USC § 7116</b>	

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Sexual Offenses Without Force</b>	Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	<b>SX7</b>	All sex offense codes	<b>SDFSCA Report</b>	
<b>Aggravated Sexual Battery (against a student less than 15 years old)</b>	A person sexually abuses a victim: who is less than thirteen years of age, or the act is accomplished against the will of the victim, by force, threat or intimidation, or through the use of the victim's mental incapacity or physical helplessness, and—the victim is at least thirteen but less than fifteen years of age, or the accused causes serious bodily or mental injury to the victim, or the accused uses or threatens to use a dangerous weapon. Sexual Abuse means an act committed with the intent to sexually molest, arouse, or gratify any person where: The accused intentionally touches the victim's intimate parts, or material directly covering such intimate parts; the accused forces the victim to touch the victim's own, or another person's	<b>SX8</b>	All sex offense codes	<b>BOE-PDS Policy</b>  Code of VA §22.1-279.3:1(A)  SDFSCA 20 USC § 7116	



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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
	<b>intimate parts or material directly covering such intimate parts; or the accused forces another person to touch the victim's intimate parts or material directly covering such intimate parts.</b>				
<b>Theft Offenses (no force)</b>	The unlawful taking, carrying, leading, or riding away of property from the possession of another person. May include pocket picking, purse snatching, theft from building, from motor vehicle, or from coin-operated machines.	<b>TH1</b>	Burglary/Robbery	<b>SDFSCA Report</b>	<b>Theft Offenses (except motor vehicle)</b> <b>THF01</b> —Theft of School Property <b>THF02</b> —Theft of Staff Property <b>THF03</b> —Theft of Student Property <b>THF04</b> —Possession of Stolen Property
<b>Theft Offense of a Motor Vehicle</b>	The unlawful taking, carrying, leading, or riding away a motor vehicle or attempted theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled.	<b>TH2</b>	Burglary/Robbery	<b>SDFSCA Report</b>	<b>Theft of a Motor Vehicle</b> <b>THF06</b> —Attempted Theft of Motor Vehicle
<b>Tobacco Use Possession Sale Distribution</b>	The possession, use, distribution or sale of tobacco products, including smokeless tobacco, on school grounds, at school sponsored events, and/or on school transportation.	<b>TB1</b>		<b>SDFSCA Report</b>	<b>Tobacco Products:</b> <b>TBC01</b> —Tobacco Use <b>TBC02</b> —Tobacco Possession <b>TBC03</b> —Tobacco Sales/Distribution
<b>Threat/Intimidation Against Staff (Physical or Verbal)</b>	To unlawfully place a staff member in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	<b>TI1</b>	Harassment-Nonsexual/Hazing/School Threat/Bullying	<b>Code of VA §22.1-279.3:1(A)</b>  <b>SDFSCA Report</b>	

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Threat/ Intimidation Against Student</b>	To unlawfully place student in fear of bodily harm through physical or verbal threats without displaying a weapon or subjecting the person to actual physical attack. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	<b>TI2</b>	Harassment-Nonsexual/Hazing/ School Threat/ Bullying	<b>SDFSCA Report</b>	
<b>Trespassing</b>	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator, or designee of the facility, campus, or function.	<b>TR1</b>	Burglary/Vandalism	<b>SDFSCA Report</b>	
<b>Vandalism</b>	The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti	<b>VA1</b>	Burglary/Trespassing	<b>SDESCA Report</b>	<b>VAN01</b> —Vandalism of School Property <b>VAN02</b> —Vandalism of Private Property <b>VAN03</b> --Graffiti
<b>Weapon/ Firearm</b>	<b>Possessing or bringing a handgun or pistol to school or to a school event will result in automatic expulsion that may be modified upon an appeal.</b>	<b>WP1</b>	<b>Threat/Intimidation</b>	<b>BOE-PDS Policy</b>  <b>Code of VA</b> <b>§22.1-279.3:1(A)</b>  <b>GFSA</b> <b>20 USC § 7151</b>  <b>8 VAC 20-560-10</b> <b>8 VAC 20-131-260</b>	

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
<b>Weapon/ Shotgun Rifle</b>	Possessing or bringing a rifle/shotgun to school or a school event will result in automatic expulsion (that may be modified by CEO).	<b>WP2</b>	Threat/Intimidation	BOE-PDS Policy  Code of VA §22.1-279.3:1(A)  GFSA 20 USC § 7151  8 VAC 20-560-10 8 VAC 20-131-260	
<b>Weapon Expels a Projectile</b>	Possessing or bringing to school or a school sponsored event any weapon that is designed to expel a projectile or may readily be converted to expel a projectile by the action of an explosive, including live ammunition.	<b>WP4</b>	Threat/Intimidation	BOE-PDS Policy  8 VAC 20-131-260	
<b>Weapon Knife</b>	Possessing or bringing to school or a school sponsored event any sharp-edged instrument that is classified as a knife with a blade of more than three inches is to be classified as a weapon.	<b>WP5</b>	Threat/Intimidation	8 VAC 20-131-260	
<b>Possession of Explosive Device Ammunition</b>	Possession or representation of any weapon that explodes, or is designed to, or may readily be converted to explode. This includes ammunition.	<b>WP6</b>	Threat/Intimidation	BOE-PDS Policy  Code of VA §22.1-279.3:1(A)  8 VAC 20-131-260	
<b>Use of Bomb or Explosive Device</b>	Use of any weapon that is designed to explode with the use of a triggering device and is used as a destructive bomb.	<b>WP7</b>	Threat/Intimidation	BOE-PDS Policy  Code of VA §22.1-279.3:1(A)  8 VAC 20-131-260	
<b>Weapon/Other Firearms</b>	Possessing or bringing any other weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive to	<b>WP8</b>	Threat/Intimidation	BOE-PDS Policy  Code of VA §22.1-279.3:1(A)  GFSA 20 USC § 7151	

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### Definitions of Offenses and Code Table

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
	school or school event. Includes firearms not mentioned previously (operable or inoperable, loaded or unloaded) such as, but not limited to, zip, starter gun, BB gun, and flare gun.			8 VAC 20-560-10 8 VAC 20-131-260	
<b>Weapon</b> <b>Other Weapon</b>	Possessing or bringing any weapon, instrument, or object that is designed to, or may readily be converted to inflict harm on another person to school or school event.	<b>WP9</b>	Threat/Intimidation	<b>8 VAC 20-131-260</b>	

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### Definitions of Offenses and Code Table

#### Required If A Student Was Suspended Or Expelled For Any Of The Following School Code Of Conduct Violations

Offense Term	Definitions	Alternative Reference	Required Codes	*Source of Requirement	Sub-Categories
<b>Attendance</b>	Violation of state, school division, or school policy relating to attendance.		<b>OT1</b>	<b>SDFSCA</b> <b>20 USC § 7116</b>	<b>ATO01</b> --Attendance
<b>Bullying</b>	Repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to verbal or written threats or physical harm.	Harassment/Threat/ Intimidation	<b>OT1</b>		<b>BU1</b> -Bullying
<b>Electronic Devices</b>	Using electronic devices that are deemed inappropriate in an education setting.		<b>OT1</b>		<b>COM01</b> —Beepers <b>COM02</b> —Cellular Telephones <b>COM03</b> —Electronic Devices
<b>Disorderly Conduct Insubordination</b>	Unwillingness to submit to authority, refusal to respond to a reasonable request.	Disorderly Conduct/required codes	<b>OT1</b>		<b>DOC01</b> --Disrespect (walking away, etc.) <b>DOC02</b> - Defiance of (refuses requests) <b>DOC04</b> —Possession of Obscene or Disruptive Literature or Literature <b>DOC05</b> —Classroom or Campus Disruption <b>DOC06</b> —Using Obscene or Inappropriate Language or Gestures <b>DOC08</b> --Minor Insubordination
<b>Drug Violations Over-the-counter Use Possession Sale Distribution</b>	Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication.		<b>OT1</b>		<b>DRG04</b> —Over-the-counter Med/Use <b>DRG05</b> -- Over-the-counter Med/Poss. <b>DRG06</b> -- Over-the-counter Med/Sale/Dist.
<b>Extortion</b>	Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person's property.		<b>OT1</b>		<b>EXT01</b> —Extortion <b>EXT02</b> —Attempted Extortion

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### Definitions of Offenses and Code Table

Offense Term	Definitions	Alternative Reference	Required Codes	*Source of Requirement	Sub-Categories
<b>Altercation</b>	Confrontation, tussle, or physical aggression that does not result in injury.	Disorderly Conduct	<b>OT1</b>		<b>FAT01</b> —Minor Physical Altercation
<b>Gambling</b>	The illegal means and making, placing or receipt of any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with an uncertain outcome.		<b>OT1</b>		<b>GAB01</b> --Gambling
<b>Harassment</b>	Shoving, throwing objects at someone.	Sexual Harassment or Threat/Intimidation	<b>OT1</b>		<b>HAR01</b> —Harassment
<b>Hazing</b>	Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class.		<b>OT1</b>		<b>HAZ01</b> --Hazing
<b>Inciting a Riot</b>	Any unlawful use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.		<b>OT1</b>		<b>RTG01</b> —Inciting a Riot <b>RTG02</b> —Attempting to incite a Riot
<b>Stalking</b>	One who engages in conduct directed at another person with the intent to place, that person in reasonable fear of death, criminal sexual assault, or bodily injury.		<b>OT1</b>		<b>STA01</b> —Stalking

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### Definitions of Offenses and Code Table

Offense Term	Definitions	Alternative Reference	Required Codes	*Source of Requirement	Sub-Categories
<b>Other Violations</b>			<b>OT1</b>		<b>SCV01</b> —Inappropriate Personal Property <b>SCV02</b> —Misrepresentation <b>SCV03</b> —Other School Code of Conduct Violation Not Otherwise included
<b>Sexual Offenses Against Staff Offensive Touching</b>	Improper physical contact against a staff member that is offensive, undesirable, and/or unwanted as determined by the victim. Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported, even though such behavior may violate a local school policy. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	Required Sexual Codes	<b>OT1</b>		<b>SX1</b> --Offensive Sexual Touching Against Staff
<b>Sexual Offenses Against Student Offensive Touching</b>	Improper physical contact against a student that is offensive, undesirable, and/or unwanted as determined by the victim. Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported, even though such behavior may violate a local school policy. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	Required Sexual Codes	<b>OT1</b>		<b>SX2</b> --Offensive Sexual Touching Against Student
<b>Tobacco Paraphernalia</b>	Bringing tobacco paraphernalia to school or to a school event.		<b>OT1</b>		<b>TBC04</b> —Bringing Tobacco Paraphernalia To School Or School Events

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### Definitions of Offenses and Code Table

Offense Term	Definitions	Alternative Reference	Required Codes	*Source of Requirement	Sub-Categories
<b>Violation of Technology Use</b>	The unauthorized violations of technology use according to the Acceptable Usage Policy.		<b>OT1</b>		<b>TEC01</b> —Unauthorized Use of Technology or Information <b>TEC02</b> —Causing/Attempting to Cause Damage to Computer Hardware, Software or Files <b>TEC03</b> —Violations of Acceptable Usage Policy <b>TEC04</b> —Violations of Internet Policy
<b>Weapon/Look - Alike</b>	Any gun that looks like a real gun or is a toy gun (i.e. water pistols). Category includes look-alike weapons if not used in compliance with local policy.	Threat/Intimidation	<b>OT1</b>		<b>WP3--</b> Bringing a Toy/Look-Alike Gun to School or School Event.
<b>Possible Weapons</b>	Possessing razor blades, box cutters, fireworks, firecrackers, or stink bombs to school or a school event.		<b>OT1</b>		<b>WPV08</b> —Bringing Razor Blades/Box Cutters to School or School Events <b>WPV10</b> —Bringing Firework, Firecrackers, or Stink Bombs to School or School Event

\*BOE = Board of Education  
GFSA = Gun Free School Act

PDS = Persistently Dangerous Schools  
SDFSCA = Safe Drug-Free Schools and Communities Act

USC=United States Code  
VAC=Virginia Administrative Code



## Appendix D

### Incidents to be used for Identifying Persistently Dangerous Schools

Degree of Harm	Description of Crime	Code	Points Per Incident
<b>Category I</b>			<b>One Incident Exceeds The Threshold</b>
	Homicide-Staff-Firearm	HO1	
	Homicide-Student-Firearm	HO2	
	Homicide-Staff-Other Weapon	HO3	
	Homicide-Student-Other Weapon	HO4	
	Forcible Sexual Assault Against Student	SX4	
	Forcible Sexual Assault Against Staff	SX3	
	Attempted Forcible Sexual Assault Against Student	SX6	
	Attempted Forcible Sexual Assault Against Staff	SX5	
	Use of a Bomb	WP7	
<b>Category II</b>			<b>Two Points</b>
	Assault against staff with firearm or weapon	BA1	
	Assault Against Student With Firearm Or Weapon	BA3	
	Actual Or Attempted Robbery	RO1	
	Kidnapping/Abduction	KI1	
	*Malicious Wounding Without A Weapon	BA5	
	*Aggravated Sexual Battery On A Student	SX8	
<b>Category III</b>			<b>One Point</b>
	Illegal Possession of: Handgun	WP1	
	Illegal Possession of: Rifle Or Shotgun	WP2	
	Illegal Possession of: Any Other Projectile/Weapon	WP4	
	Illegal Possession of: Bomb	WP6	
	Illegal Possession of: Other Firearms	WP8	
	*Illegal Possession of Controlled Drugs And Substances with Intent to Distribute or Sell	DR4	
	<b>* Incidents that have been added for the school year 2003-04</b>		

# Appendix E

Virginia Department of Education  
Office of Information Technology  
2003 - 2004 Discipline / Crime and Violence Verification

TO: FROM : Discipline, Crime and Violence  
Reporting Team  
Phone: PHONE: (804) 225-2966  
Fax: Fax : (804) 371-8978

SUBJECT: **Verification Report - Student Discipline 2003-2004**

Attached is a summary of the discipline, crime and violence information submitted by your school division. These data are public information. The offenses shown for each school will be reported on the School Report Card as well as in the Annual Report on Discipline, Crime and Violence. In order to ensure the accuracy of these numbers, please review the division and school totals. If you discover any errors, please make the corrections in the Workbook and re-submit the revised text file. Return this page via fax within **120 hours** or the nearest following workday. Please check the boxes below according to compliance.

- Yes ☐ No ☐ This Division is in compliance with the Code of Virginia §22.1-279.3:1 that states “The division superintendent shall annually report all such incidents to the Department of Education for purpose of recording the frequency of such incidents on forms that shall be provided by the Department of Education...”
- Yes ☐ No ☐ This Division is in compliance with the Codes of Virginia §§22.2-277.07, expulsion of students under certain circumstances, and 22.2-277.08, expulsion of students for certain drug offenses.
- Yes ☐ No ☐ The division has reported a description of each incident, the name of the school concerned, the number of students expelled from each school, and the type of weapon used in each instance of expulsion to the Virginia Department of Education in compliance with the provisions under §4141—Part A—Safe and Drug-Free Schools and communities Act, No Child Left Behind Act of 2001.
- Yes ☐ No ☐ This school division has a policy in place that requires referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.
- Yes ☐ No ☐ All incidents were reported for (1) all required codes regardless of sanction and (2) all codes involving suspension and expulsion.

**I VERIFY THAT THE DISCIPLINE, CRIME AND VIOLENCE TOTALS ARE ACCURATE TO THE BEST OF MY KNOWLEDGE**

\_\_\_\_\_  
Superintendent's Signature or (Authorized Designee)

\_\_\_\_\_  
Date

Fax to: (804) 371-8978

## Appendix E

Virginia Department of Education  
Office of Information Technology  
2003 - 2004 Discipline / Crime and Violence Verification

Division:

Name:

\*Safety information Verification for Persistently Dangerous Schools  
<http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/2003-2004/coll03.html>

**Category I** -Any incident is an Automatic Cautioned (AC)  
This category includes the following offense codes  
**HO1, HO2, HO3,HO4, SX3, SX4, SX5, SX6 WP7**

**Category II**- Each incident equals = 2 points  
This category includes the following offense codes  
**BA1, BA3, BA5, K11, RO1, SX8**

**Category III**- Each incident equals = 1 point  
This category includes the following offense Codes  
**WP1,WP2,WP4,WP6,WP8, DR4**

School	School Name	Fall	Category I	Number of	Points	Category II	Number of	Points	Category III	Number of	Points
Number		Enrollment	Codes	Incidents		Codes	Incidents		Codes	Incidents	

### Information for this Report

1. Category II and III are rated according to enrollment which gives a threshold for example-- Enrollment = 750 Threshold = 7.50
2. Multiple the total points times the total incidents gives threshold points for Category II and III
3. For Category I any incident within the category equals an AC -- Automatic Cautioned.

\*Supt's Memo- <http://www.pen.k12.va.us/VDOE/suptsmemos/2003/inf065.html>

## Appendix F

### Each of the following scenarios would be reported as a single incident.

In a high school, a fight took place that eventually involved four students. During the fight, one student (XXXD) brandished a knife. Afterward, another student (XXXC) was found to have brass knuckles that were concealed. Two students were slightly injured.

Incident No.	Date	Student	Offense(s)	Sanctions/Days
1234	10-14-03	XXXA	FA2 injury (minor)	02/5 short term suspension: 5 days
1234	10-14-03	XXXB	FA2 injury (minor)	02/5 short term suspension: 5 days
1234	10-14-03	XXXC	FA2 injury (minor) WP9 weapon (other)	03/20 long term suspension: 20 days
1234	10-14-03	XXXD	FA2 injury (minor) WP5 weapon (knife)	03/20 long term suspension: 20 days

At a football game two students from Queen Victoria County High School (QVHX and QVHY) assaulted a student (BBBZ) from Prince Albert County High School without resulting in major injuries. The game was played at Queen Victoria.

Queen Victoria would report:

Incident No.	Date	Student	Offense(s)	Sanctions/Days	Victims
1222	9-15-03	QVHX	BA4 assault/battery: no weapon	03/20 long term suspension: 20 days	1
1222	9-15-03	QVHY	BA4 assault/battery: no weapon	03/20 long term suspension: 20 days	-----

This incident is not reported by Prince Albert.

At the same football game (played at Queen Victoria County High School) two students from Prince Albert County High School (PACA and PACB) assaulted a student from Queen Victoria without resulting in major injuries.

Prince Albert would report:

Incident No.	Date	Student	Offense(s)	Sanctions/Days	Victims
1010	9-15-03	PACA	BA4	03/20	1

## Appendix F

			assault/battery: no weapon	long term suspension: 20 days	
1010	9-15-03	PACB	BA4 assault/battery: no weapon	03/20 long term suspension: 20 days	-----

This incident is not reported by Queen Victoria.

A middle school student (ABAB) took a handgun to school. He asked a friend (CDCD) to keep the gun in her locker. The gun was confiscated from the girl's locker. The boy admitted that he had taken the gun.

Incident No.	Date	Student	Offense	Sanction/Days
2020	10-1-03	ABAB	WP1 weapon: firearm	04 expulsion: 365 days
2020	10-1-03	CDCD	WP1 weapon: firearm	04 expulsion: 365 days

Two adults (non-students) are arrested in a high school parking lot at 2 a.m. for an illegal drug transaction.

Incident No.	Date	Student	Offense	Sanction/Days
2345	9-22-03	UN	DR4 drug violation	-----
2345	9-22-03	UN	DR4 drug violation	-----

## Appendix G Addendum

### Frequently Asked Questions

In response to many questions concerning the Discipline, Crime, and Violence report, an FAQ was created with all possible situations requested so far.

**1. How is the sanction 07 (Modified expulsion to suspension by LEA decision) used, and with what codes?**

*The sanction 07 is used with offense codes WP1 (weapon/firearm), WP2 (weapon/shotgun/rifle), WP4 (other weapon that is designed to convert to a projectile) WP6 (Possession of a bomb or explosive device), WP8 (weapon/other firearms), DR1 (drug violations Schedule I & II/anabolic steroid/marijuana use/possession) and DR4 (drug violations schedule I & II/anabolic steroid/marijuana/sale/distribution). These are the only codes that can be used with 07 to show Expulsion Modification. This sanction must have the final number of days that has been determined after the final review has taken place. Total days could be any number from 0 to 364. If the Final Sanction is full expulsion of 365 days then sanction 04 is to be used with 356 days.*

**2. Will there be a template for individual schools to use for imputing their data?**

There will be no Template.

**3. What method is available for collecting this data?**

There are three possible methods.

- a. Divisional Data Collection system such as SASI, Pentamation, or StarBase.
- b. An Excel spreadsheet in the format found in Appendix A, pp. 11-14 of the instructional manual. Please see Web site:  
<http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/2003-2004/coll.html>
- c. An access data base could be used to export the file.

**4. What method is to be used to submit the data.**

The method to submit the data is through the Web Submission Process SSWS. The only change is that it must be submitted as a Tab Delimited file.

**5. What changes were made between 2002-03 school year to the 2003-04 school year?**

- a. Modified codes (Battery, Drugs, Disorderly Conduct, Weapons).
- b. Added "Time Element" field.
- c. Removed field for modification of expulsion.
- d. Created sanction 07.
- e. Modified text file to Records a and b only and format is tab delimited.
- f. Added three code requirements for Persistently dangerous criteria—(BA5, SX8 and DR4).

**6. Will there be any training workshops?**

## **Appendix G Addendum Frequently Asked Questions**

Yes, the Training workshops will be offered in February and March. There are four tentative locations and dates. More information will follow in a SUPTS Memo.

Williamsburg	March 24, 2004
Prince William Co.	March 30, 2004
Charlotte Co.	March 10, 2004
Washington Co.	March 17, 2004

**7. Do SASI users need to be using the NCLB Atom for the DCV report?**

The NCLB Atom is for use nationally and does not have to be used for Virginia DOE reports. That is our understanding at this time.

**8. Is it required for each division to use the DOE discipline codes within their data base system?**

DOE does not require that our codes be used within the school division data base collection system; however, it makes the extraction from the data base system easier if they are. If your school division uses their own codes they must be mapped to DOE's for the extraction.

**9. Will there ever be a time that DOE will require only one offense code per incident?**

At this time there is no plan to drop the other offense code options per incident. It continues to remain an option to have up to five offense codes per incident.

**10. Does DOE plan to make any modifications within this year that will affect the data for 2003-04?**

There will be no changes for 2003-04 school year.

**11. Is there any way for DOE to send an individual report to each school within the division for corrections or modification before the final report is submitted?**

DOE leaves that issue up to the individual school divisions.

**12. How important is it for this report to be on time and why?**

It is very important that this report be on time because the information supplied by this report provides data for five federal reports that are due on or around December 1. These federal reports support the federal dollars that are provided to each school division.

**13. Will there be an annual report for school year 2002-03?**

There will be an annual statewide report that will be available in March.

**14. What kind of checks and balances does this data have?**

## **Appendix G Addendum**

### **Frequently Asked Questions**

The school divisions must supply the checks and balances for their own data. This may take several different formats according to the division's own protocol. It has been recommended that divisions could create a team. This team may be used to look at protocols for consistency within the division, and it may look at the data during each marking period to evaluate its accuracy. Each principal after evaluating his/her data could sign off on the accuracy of their school data with the use of some form created by the division. This data will still only be submitted to DOE once a year.



## Appendix H Addendum

### Edit Checks for Data Entry

<u>Column Letter</u>	<u>Data Element</u>	<u>Edit Check</u>
A	Record	Each cell must contain “B”
B	Student ID	Identifier must be unique for each student—can be alpha-numeric— Max length of 12
C	Enrolled Div. #	Must be valid local educational agency, and three digit numeric
D	Enrolled School #	Must be valid school institution with the educational agency and four digit numeric.
E	Incident Div. #	Must be valid local educational agency, and three digit numeric
F	Incident School #	Must be valid school institution with the educational agency and four digit numeric
G	Grade	Must be a valid grade code, and must be within the low/high grade range reported for the school
H	Special Ed. Code	Must use specific numeric code for specific disability
I	Date of Birth	Must be a valid date within the date range for school age. Edit checks allows for ages 2 to 22)
J	Racial/Ethnic code	Must have a valid race/ethnicity code. It must be a numeric two digit number
K	Gender	Must have a one digit valid gender code (use capital letters)
L	Date of Incident	Must be a valid date within the specified values (mm/dd/yyyy)
M	Incident Code	Must use a unique code for each incident. More than one student can be involved in an incident. The date of the incident must also be the same for each student involved. Must be a unique alpha-numeric code of 10 digits.
N	Offense Code 1	Must be a valid 3 or 5 digit alpha-numeric code. Three digit codes are two capital alpha digits plus a number. Five digit codes are three capital alpha digits plus two numbers.

## Appendix H Addendum

### Edit Checks for Data Entry

<b>O-R</b>	<b>Offense Codes 2-5</b>	<b>Same as Column N (Can be left blank if no offense occurred)</b>
<b>S</b>	<b># of Firearms Confiscated</b>	<b>Must be a five digit number (00000-99999)</b>
<b>T</b>	<b># of non-Firearms Confiscated</b>	<b>Must be a five digit number (00000-99999)</b>
<b>U</b>	<b>Final Discipline Sanction</b>	<b>02 Must be between 1 and 10 school days</b> <b>03 Must be between 11 and 364 school days</b> <b>04 Must be 365 calendar days</b> <i>05 Must be equal to or less than 45 days and only for students with disabilities for drug or weapons offenses (see pp. 20-21; 26-28)</i> <i>07 Must be used with only codes WP1, WP2, WP4, WP6, WP7 WP8, DR1, and DR4. Total days are based on the final decision. (0-364 days)</i> <b>99 Refers to, after school detention, and in school detention or office detention (number of days equals 000)</b>
<b>V</b>	<b>Number of Days Suspended/Expelled</b>	<b>Use numeric digits 000-365</b>
<b>W</b>	<b>Number of Victims</b>	<b>All cells must be filled with two digit numeric 00-99. Certain codes must have victim counts.</b>
<b>X</b>	<b>Alternative Placement</b>	<b>Must be Alpha Capital Y for yes or N for no.</b>
<b>Y</b>	<b>Permanent Expulsion</b>	<b>Must be Alpha Capital Y for yes or N for no.</b>
<b>Z</b>	<b>Time Element</b>	<b>Must be numeric code</b>